



MEDIA RELEASE

CT Department of Labor *Communications Office*
Sharon M. Palmer, Commissioner

Hartford American Job Center Offers May Employment & Training Workshops

WETHERSFIELD, April 15, 2014 – Connecticut Department of Labor employees in the agency’s Hartford *American Job Center*, located at 3580 Main Street, will offer a variety of training and employment workshops in May to assist area residents. Advanced registration is encouraged due to space limitations. Call (860) 256-3700 to register for these no-cost workshops.

The Essential Job Seeker Toolbox – May 7, 21, and 28 (9 – 11:30 a.m.)

A job search in the 21st century requires job seekers to have a complete set of tools. This workshop will present key tips on preparing for the job search and understanding how to promote your “brand.” Learn how to use keywords to target your résumé and make yourself stand out. Get tips on utilizing online resources for researching companies and occupations. This workshop includes hands-on activities. Participants must have basic computer skills.

Interviewing Techniques – May 8, 15, and 22 (9 – 11:30 a.m.)

Designed to provide you with the knowledge and skills to effectively compete with other candidates, this interactive session will target your concerns, preparation, methods and follow-up. There will be simulated interview questions. Be prepared to participate. Responses will be critiqued as constructive feedback is designed to help attendees grow and excel in their interviewing techniques. *Proper interview attire is strongly recommended.*

LinkedIn – May 12 (9 a.m. to 12 p.m.)

This workshop is designed as an introduction to LinkedIn, the professional online networking site. It is also open to participants who have dabbled in LinkedIn, but don’t feel they are using it to its full potential. Participants will learn why it is a critically important tool for jobseekers as employers are increasingly using online resources such as LinkedIn to find and screen potential employees. Attendees will leave the workshop with the tools to create a top-notch profile and harness the power of a strong network of connections. Participants must have strong computer skills and fluency with the Internet.

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Résumé Basics – May 13, 27 (9 – 11:30 a.m.)

Intended for those who do not have a résumé or a current one, this session will be a lecture and discussion on the basics of résumé creation. Two styles of résumés will be presented, along with what should and should not be included. The workshop is designed to give participants a thorough understanding of the eight parts of a résumé and the purpose of writing one. A manual will be included for participants to keep.

Energized and Positive – May 29 (9 – 11:30 a.m.)

Participants will join other workers with more than 20 years of experience to share ways that jobseekers can promote themselves as the best candidate for the job. Experience and maturity are key assets; communicating your value and positively expressing your worth will be emphasized. Using their “peak” passion, energy, abilities and knowledge, attendees will learn more on how to set new goals and reach new heights.

Myers Briggs Type Indicator – May 29 (part one) and May 30 (part two) each from 9 a.m. – 1 p.m.

MBTI, as it is often referred to, is an assessment tool that links personality type to career choices. This workshop is designed for those changing careers or anyone wishing to learn about personality styles and how they impact career choices. *This workshop is in two parts and participants must register for and attend both sessions. When not offered as a workshop, customers may arrange individual sessions.*

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